

Document 00910

ADDENDUM NO. 3

Date of Addendum: 12/10/14

PROJECT NAME: **New Fire Station 55**

PROJECT NO: C-000206-0001-3-01-01

SUBMITTAL DATE: **December 18, 2014**

FROM: City of Houston, General Services Department  
900 Bagby, 2<sup>nd</sup> Floor  
Houston, Texas 77002  
Attn: Parker Le, Sr. Project Manager

TO: Prospective Respondents

This Addendum forms a part of the Request For Qualifications (RFQ) and it will be incorporated into the Contract, as applicable. Insofar as the original RFQ is inconsistent, this Addendum governs.

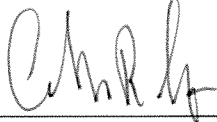
**CLARIFICATIONS**

1. The following forms are required as part of the Submittal:
  - a. Statement of Qualifications (SOQ) Standard Form
  - b. Affidavit of Ownership (See Section 6.1 of SOQ)
  - c. Fair Campaign Ordinance (See Section 6.1 of SOQ)
  - d. Pay or Play Acknowledgement (See Section 6.1 of SOQ)
2. See revised Statement of Qualifications (SOQ) Standard Form.
3. See revised Scope of Services for additional Project Description information.
4. See revised Evaluation Process and Criteria for changes in evaluation criteria.
5. Do not add a cover letter.
6. Total pages are limited by the SOQ form and additional pages set out in SOQ instructions. Other pages are not allowed.

7. Section 2.1 Respondent's Experience. Only prime firm and/or the joint venture firm's experience can be used for this section. Architectural design sub-consultant's experience cannot be used to fill out this section. Architectural design sub-consultant's experience should be shown on Section 4.2 Sub-consultant's Experience.
8. The minimum requirement for MWBE Participation Goal is 24%. Indicate MWBE certified firms, and approximate % of work on this project in Section 1.3 Proposed Design Team (Sub-Consultants). Check Section 1.4 MWBE Compliance Plan. MWBE firms, to be included in the MWBE Compliance Plan, must be certified by City of Houston before the Submittal Date.
9. Texas state Historically Underutilized Business (HUB), that is not City of Houston MWBE certified, will not count toward the MWBE Participation Goal of 24%.
10. If firm principal and project manager also act as construction administrators, then the information can be repeated if same personnel perform that function. Fill out key personnel experience in Sections 3.2-3.4.
11. Sections 3.2–3.4 Only experience of Key Personnel. Only experiences of Principal, Project Architect / Project Manager, Construction Administrator, and Project Designer (if applicable) are considered.
12. Section 3.3 Experience of Project Architect / Project Manager. List the best and most relevant project experience for those key personnel. The experience can be the same or different from Section 2.1 Respondent's Experience. If key personnel Project Architect / Project Manager have less than three representative projects experience, SOQ will receive lower score.
13. Section 3.5 Proposed Key Personnel's Experience with Project Delivery Method has been deleted.
14. Section 3.6 Proposed Key Personnel's Work Load has been deleted.
15. Section 4.2 Sub-Consultant's Experience. Architectural design sub-consultants are allowed up to two pages of project photographs to show the firm's experience.
16. The response boxes in the SOQ form, such as "Project Description" can be expanded to fit more information, as long as the original overall table remains the same size.

17. Fuel island, security, technology, and radio antenna mast plans are part of the Architectural Services contract. The design requirement will be provided by GSD and HFD.
18. Architectural Basic Services include all the required coordination and documentation for LEED Certification. Refer to RFQ Scope of Services. LEED Commissioning will be Additional Services.
19. Minimal programming is required as part of Architectural Basic Services.
20. Evaluation Criteria for the SOQ (100 points maximum) and the Presentation/Interview (100 points maximum) will be equally weighted.

END OF ADDENDUM NO. 3

(CRC: CRG)  <sup>Pr HB</sup>  
Humberto Bautista, P.E.  
City Engineer  
General Services Department

12/10/14  
DATE



# **REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ARCHITECTURAL SERVICES**

## **Project Name: New Fire Station 55**

## **2 – SCOPE OF SERVICES**

### **2.1 PROJECT DESCRIPTION**

Project Name: New Fire Station 55

Location: TBD

Estimated Construction Budget: \$7.5 M (including FF&E, Security, Technology and Moving Services)

The new fire station shall be approximately 15,600 gross square feet with five bays for housing fire and Emergency Medical Services (EMS) apparatus. There will be living quarters, kitchen, lounge, exercise area, locker rooms, bathrooms, and support functions, all in accordance with the approved program requirements. Site improvements will include landscaping, parking, driveways, detention pond, fence, fuel island, and radio antenna mast.

### **2.2 PROPOSED PROJECT SCHEDULE**

For planning purposes, the anticipated timeline for the project is:

|                                    |                            |
|------------------------------------|----------------------------|
| Architectural Services Procurement | November 2014 – April 2015 |
| Design Phase                       | April 2015 – January 2016  |
| Construction Phase                 | March 2016 – May 2017      |
| Warranty Phase                     | May 2017 – May 2018        |

### **2.3 CONSTRUCTION DELIVERY METHOD**

The project will utilize the Competitive Sealed Proposal construction delivery method.

### **2.4 DESIGN SERVICES**

The Architect will provide all professional design services necessary to:

- Assess and verify existing conditions and site conditions
- Review and verify design standard requirements and/or program
- Survey existing facilities to aid in establishing design criteria

- Design to a **Silver Level** in the Leadership in Energy & Environmental Design (LEED) Green Building Rating System™ of the US Green Building Council (USGBC)
- Coordinate and document for LEED Certification
- Provide specifications for furniture, fixtures and all equipment (FF&E), as required
- Provide computer-aided design and drafting (CADD) documentation
- Arrange, conduct, and record Design Phase meetings, including Client requested and/or special meetings
- Coordinate with the Civic Art program, if needed
- Provide construction cost estimates at various milestones during the design process
- Provide value engineering, as needed
- Actively participate in constructability reviews
- Prepare bid documents
- Provide permitting services
- Actively assist with procurement process, including bidding activities
- Perform construction phase services, including construction administration
- Coordinate commissioning activities
- Assist in warranty reviews and meetings, and project closeout activities

## 2.5 DESIGN PHASES

### Pre-Design Phase

Pre-Design Services include: existing conditions survey, space plan, conceptual floor plans, and a cost estimate. The Architect will need to gather any existing records, if available. These documents will need to be verified by on-site inspection. The extent of this effort shall be as in-depth and as extensive as is required and necessary to support the design effort.

### Design Phases

Phase I services include: Planning, Programming, Schematic Design, and Design Development. Phase II services include the development of Contract Documents and assistance in the bidding process. These services will include construction drawings using CADD; CSI-style specifications; and documentation for commissioning procedures, LEED™ procedures, FF&E, IT, and Security.

Phase I shall include outline specifications. The Architect shall coordinate and include all specification sections with the City's standard specification divisions 00 and 01. Contract Documents shall be suitable for the solicitation of competitive construction bids. All permit and other discrepancies must be fully resolved and changes incorporated into the Contract Documents, before approval can be given by the City for the 100% submittal.

### **Construction and Post-Construction Phases**

Phase III and Phase IV services include: Construction Administration, commissioning procedures and documentation, LEED™ procedures and documentation, Close-out Document review, As-built documentation, and post-construction observations.



# **REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ARCHITECTURAL SERVICES**

## **Project Name: New Fire Station 55**

### **3 – EVALUATION PROCESS AND CRITERIA**

#### **3.1 EVALUATION PROCESS**

The Respondents will be evaluated as follows:

**Step One:** Statement of Qualifications – An evaluation committee will review and evaluate Respondent's SOQ, based on the evaluation criteria set out below. Respondents can receive up to 100 points for the SOQ. A maximum of five firms will be short-listed to participate in Step One.

**Step Two:** Interviews/Presentations – Short-listed Respondents will be required to participate in an interview/presentation. The interview/presentation will be evaluated based on evaluation criteria set out below. The Respondent can receive up to 100 points for the interview/presentation.

The apparent successful Respondent will be the Respondent that is most qualified based on the combined SOQ and interview/presentation scores.

#### **3.2 EVALUATION CRITERIA FOR STEP ONE**

The SOQs will be evaluated as follows:

1. Respondent's Experience (30 Points Maximum) – reference Section 2.1 of SOQ
2. Proposed Key Personnel's Experience (30 Points Maximum) – reference Sections 3.1 – 3.4 of SOQ
3. Proposed Key Personnel's Office Locations (10 Points Maximum) – reference Section 3.1 of SOQ
4. Design Team Relationships (10 Points Maximum) – reference Section 4.1 of SOQ
5. Sub-Consultant's Experience (15 Points Maximum) – reference Section 4.2 of SOQ
6. LEED Experience (5 Points Maximum) – reference Section 5.1 of SOQ

The Respondents may be disqualified, if the submittal is not complete, or the Respondent does not submit an MWBE plan (reference Section 1.2 of SOQ) that shows a good faith effort to 24% MWBE Goal. The MWBE plan must be included in Section 2, Proposed Design Team (Sub-Consultants) of the SOQ.

### **3.3 EVALUATION CRITERIA FOR STEP TWO**

The Proposed Key Personnel should make a twenty minute presentation covering the following topics:

- Introduction
- Highlight relevant project experience of Proposed Key Personnel and/or Design Team, including work with this Construction Delivery Method
- Ideas Related to this Project

Following the presentation, the Evaluation Committee Members will ask questions. The Interviews/Presentations will be scored as follows:

1. Overall Presentation (40 points maximum)
2. Key Personnel and Design Team Qualifications and Experience ( 30 points maximum)
3. Approach to this project (30 points maximum)